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UNITED STATES DEPARTMENT OF AGRICULTURE	
AGRICULTURAL ADJUSTMENT ADMINISTRATION	

Issued November 8, 1937

1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL REGION

**INSTRUCTIONS TO STATE COMMITTEES FOR LISTING STATISTICAL DATA  
FROM SUMMARIES OF PERFORMANCE AND APPLICATIONS FOR PAYMENT.**

**Part 1. Listing Data from Summaries of Performance,  
Forms NCR-114.**

Immediately after Summaries of Performance, Forms NCR-114, for a county are received from the Entry Unit of the Application for Payment Section, the person in the Statistics Section designated as the files clerk will prepare such forms for listing by assorting them into minor civil divisions. The minor civil divisions will then be arranged in the order of the work sheet numbers and will be listed in that order.

The data on Summaries of Performance, Forms NCR-114, will be tabulated on Forms NCR-125 and NCR-125a. Data relating to bases, crops, and land classification will be listed on Forms NCR-125. Data relating to soil-building practices will be listed on Forms NCR-125a.

**Section I. Instructions for Listing Data Relating to Bases  
and Land Classification on Forms NCR-125**

After the files clerk has prepared the Summaries of Performance for listing, the data thereon will be transferred by the tabulating clerks to Form NCR-125. Enter in the spaces provided in the upper right-hand corner of NCR-125 the name of the State, county, minor civil division, and sheet number.

- (a) Transfer the minor civil division code and work sheet number from the upper right-hand corner of Form NCR-114 to column 1 of NCR-125.
- (b) Enter in column 2 a symbol designating the type of farm. The type of farm classification will be taken from Section 1, NCR-114. For purposes of listing the type of farm on NCR-125 and NCR-125a, use the following symbols:  
 Diversion "-1", Nondiversion "-2", Dryland "-3",  
 Combination "-4", Cotton "-5", Sharecropper "-6".  
 If two or more of the boxes in Section I of Form NCR-114 are checked, show the proper combination of symbols--thus, if Section I of Form NCR-114 shows checks for a diversion and combination type of farm, the symbols listed in column 2 of NCR-125 and NCR-125a will be 1-4.
- (c) Transfer the entries in Section III of Form NCR-114 to Form NCR-125, as follows:

1. Transfer the entry in Item 1, column (g), to column 3.
2. Transfer the entry in Item 2, column (g), to column 4.
3. Transfer the entry in Item 3, column (g), to column 5.
4. Transfer the entry in Item 4, column (g), to column 6.
5. Transfer the entry in Item 5, column (g), to column 7.
6. Transfer the entry in Item 6, column (g), to column 8.
7. Transfer the entry in Item 7, column (g), to column 9.
8. Transfer the entry in Item 9, column (g), to column 10.
9. Obtain the sum of the entries in Items 8, 10, 11, and 12, column (g), and enter this sum in column 11.
10. Transfer the entry, if any, in Item 14, column (g), to column 12. If column 12 is used for an acreage of tobacco, strike out the word "Cotton" and indicate the type of tobacco grown in the heading of the column.
11. In the counties where two types of tobacco are grown, name the second type of tobacco in the heading of column 13, and transfer the entry in Item 15, column (g), to column 13. In counties where column 13 will not be required in order to list a second type of tobacco, column 13 may be left blank.
12. Transfer the entry in Item 16, column (g), to column 14.
13. Transfer the entry in Item 21, column (g), to column 15.
14. Transfer the entry in Item 26, column (g), to column 16.
15. Enter the sum of Items 21 and 26, column (g), in column 17.
16. Transfer the entry in Item 27, column (g), to column 18.
17. Enter the sum of Item 28, column (g), and any acreage of orchards shown in Items 29 and 30, column (g), in column 19.
18. Enter the sum of Items 29 and 30, column (g), minus any acreage of orchards entered in Items 29 and 30, column (g), in column 20.
19. Transfer the entry in Item 31, column (g), to column 21.
20. Transfer the entry in Item 32, column (g), to column 22.
21. Transfer the entry in Item 35, column (g), to column 23.
22. Enter the sum of Items 34, 36, 37, and 38, column (g), in column 24.
23. Transfer the entry in Item 39, column (g), to column 25.
24. Transfer the entry in Item 40, column (g), to column 26.
25. Transfer the entry in Item 42, column (g), to column 27.

(d) Transfer the entries in Section IV, NCR-114, to NCR-125, as follows:

1. Transfer the entry in Item 4, column (b), to column 28.
2. Transfer the entry in Item 3, column (b), to column 29.
3. Transfer the entry in Item 3, column (c), to column 30.
4. Strike out the word "Cotton", or "Tobacco", in the heading of column 31, to indicate the crop to be listed. In the case tobacco is listed in Item 2 of Section IV, indicate the type of such tobacco. In counties where two types of tobacco are grown, list the second tobacco type base and yield in columns 40 and 41, and enter the type of tobacco in the column headings. Enter in column 31 the entry in Item 2, column (b).

5. Enter in column 32, the entry in Item 2, column (c).
  6. Transfer the entry in Item 7, column (c), to column 33.
  7. Transfer the entry in Item 5, column (b), to column 34.
  8. Transfer the entry in Item 6, column (b), to column 35.
- (e) Enter in Column 36 the entry in Section V, Item 1, column (f).
- (f) Enter in column 37 the sum of Items 2, 3, 4, and 5, column (f), of Section V.

The computing clerks will obtain sheet totals for all columns on Forms NCR-125, except columns 2, 30, 32, and 33. Totals for column 1 will be the number of entries in column 1. The column totals will be entered on the first total line. The remaining total lines are provided for subsequent totals resulting from corrections. When corrected totals are entered, previous totals should be deleted. Obtain minor civil division totals by adding the column totals of each sheet in the minor civil division.

Prepare a county summary sheet on Form NCR-125 by writing across the top of the sheet "County Summary" and enter the name of the county in the space provided therefor in the upper right-hand corner. Enter in column 1 the name of each minor civil division within the county, leaving at least five or six lines for each minor civil division. The minor civil division column totals of data listed on Form NCR-125 will be entered on the first line for the minor civil division on the county summary sheet. The remaining total lines are provided for subsequent totals resulting from corrections. When corrected totals are entered, previous totals should be deleted. County totals for the appropriate columns will then be obtained.

When subsequent transmittals of Summaries of Performance, Forms NCR-114, for a county are received from the Application for Payment Section, they will be prepared for listing and listed in accordance with the procedure as outlined above. Totals corrected for subsequent transmittals for minor civil divisions and for the county will then be obtained.

#### Section II. Instructions for Listing Data Relating to Soil-Building Practices on Forms NCR-125a.

The data on Forms NCR-114 relating to soil-building practices should be listed by the tabulating clerks on NCR-125a in the same sequence with respect to work sheet numbers as they are listed on NCR-125.

Enter in the spaces provided in the upper right-hand corner of NCR-125a the name of the State, county, minor civil division, and sheet number.

- (a) Transfer the minor civil division code and work sheet number from the upper right-hand corner of Forms NCR-114 to column 1 of Form NCR-125a.
- (b) Enter in column 2 the appropriate symbol(s) designating the type of farm checked in Section I of Forms NCR-114.
- (c) Transfer the entry in Section III, Item 40, column (g), to column 3.
- (d) Transfer the entry in Section III, Item 42, column (g), to column 4.
- (e) Transfer the entry from Section IV, Item 4, column (b), to column 5.
- (f) Transfer the entry from Section VII, Item 1, to column 6.
- (g) Transfer the entry from Section VII, Item 2, to column 7.
- (h) Transfer the entry from Section VII, Item 3, to column 8.
- (i) Columns 9 to 17, inclusive, will be used for listing the acreages of fields upon which soil-building practice numbers A-1 to A-6, and B-1 to B-3, inclusive, are carried out.

Enter in the headings of columns 18, 19, 20, etc., the number of each soil-building practice carried out in the county, other than those named in the heading of columns 9 to 17, inclusive.

Transfer from Section VI, column (d) the entry for each separate soil-building practice as numbered in column (c) to the appropriate column on NCR-125a provided for such soil-building practice. In the event the same practice is carried out on several fields of a farm, and the data are listed in more than one line of Section VI, the sum of the acreage upon which such practice is carried out will be entered in the column under the heading which describes that practice.

The computing clerks will obtain totals for all columns on Form NCR-125a, except column 2. Totals for column 1 will be the number of entries in column 1. The column totals will be entered on the first total line. The remaining total lines will be used for the subsequent totals resulting from corrections. When corrected totals are entered, previous totals should be deleted.

Minor civil division totals will be carried forward to a county summary sheet and county totals obtained in the same manner as county totals are obtained on Form NCR-125.

When subsequent transmittals of Forms NCR-114 are received from the Application for Payment Section, the data for such forms which are to be recorded on NCR-125a will be listed in the same sequence with respect to work sheet numbers as they are listed on NCR-125, and the minor civil division and county totals corrected for subsequent transmittals will then be obtained.

Section III. Disposition of Forms NCR-114 after Data Have Been Listed Therefrom.

When the tabulating clerks have transferred the necessary data from the Summaries of Performance, to Forms NCR-125 and NCR-125a, the words "data recorded" will be stamped across the face of each NCR-114 in a conspicuous manner so that such data will not be recorded more than once. When the Summaries of Performance have been stamped "Data Recorded" they will be referred to the file clerk in the Statistics Section. The file clerk shall file such forms by minor civil division and work sheet number within each county. The Statistics Section will be responsible for the listing, filing and safe-keeping of all Summaries of Performance, Forms NCR-114, after they are received from the Application for Payment Section.

Part II. Listing Data from Applications for Payment,  
Forms NCR-116 and NCR-117b.

The data on applications for payment, Forms NCR-116 and NCR-117b, for Single and Multiple Farms, respectively, will be tabulated by counties on Forms NCR-125b. Data relating to applications for payment for one farm will be tabulated on separate sheets from the data which relate to applications for payment for more than one farm. Label the sheet upon which data for multiple farms are listed by writing the word "multiple" in the space provided for the sheet number. Number the sheets consecutively beginning with number 1.

Enter in the upper right-hand corner of Forms NCR-125b the name of the State, county, and the sheet number.

Enter in Items 1 and 2 in the heading of Forms NCR-125b the county percentage deducted for association administrative expense and the amount of county association expenses computed as a percentage of total payments for the county.

Section I. Instructions for Computing and Listing Payments  
from Applications for Payments, Forms NCR-116,  
for Single Farms which are not Cotton nor Share-  
cropper Farms on Forms NCR-125b.

Immediately after signed applications for payment, Forms NCR-116, are received from the Computation Unit of the Application for Payment Section, the Statistics Section will compute the applicant's share of

payments and deductions from Forms NCR-116 and tabulate the data on Forms NCR-125b as follows:

- (a) Enter in column 1 the application serial number which will be obtained from the upper right-hand corner of Forms NCR-116. Do not list the State and county code numbers in column 1. Column 2 will be left blank at this time.

The applicant's share of payments and deductions to be listed in columns 5 to 13, inclusive, and column 15 of Forms NCR-125b will be obtained by multiplying the amounts of payments and deductions hereinafter referred to in NCR-116 by the applicant's percentage. In all of the following computations the applicant's percentage will be taken from Section VII, item 10, column (b) of Forms NCR-116.

- (b) Enter in column 5 the product obtained by multiplying the amount in Section II, item 8, column (b) by the applicant's percentage; or,
- (c) Enter in column 6 the product obtained by multiplying the amount in Section II, item 10, column (b) by the applicant's percentage.
- (d) Enter in column 7 the product obtained by multiplying the amount in Section II, item 8, column (d) by the applicant's percentage; or,
- (e) Enter in column 8 the product obtained by multiplying the amount entered in Section II, item 10, column (d) by the applicant's percentage; or,
- (f) Enter in column 9 the product obtained by multiplying the amount in Section II, item 10, column (c) by the applicant's percentage.
- (g) Enter in column 10 the product obtained by multiplying the amount in Section III, item 9, by the applicant's percentage.
- (h) Enter in column 11 the product obtained by multiplying the amount in Section IV, item 7, column (d) by the applicant's percentage.
- (i) Enter in column 12 the product obtained by multiplying the amount in Section V, item 12, column (e) by the applicant's percentage.
- (j) Enter in column 13 the product obtained by multiplying the amount in Section VII, item 6, column (a) by the applicant's percentage.

- (k) Enter in column 14 the amount listed in Section VII, item 7, column (c).
- (l) Enter in column 15 the product obtained by multiplying the amount in Section VII, item 8, column (a) by the applicant's percentage.
- (m) Enter in column 16 the product obtained by multiplying the amount in Section VII, item 9, column (2) by the applicant's percentage.
- (n) Enter in column 17 the sum of the entries for the applicant in columns 5, 7, 10, 13, and 14, minus the entry in column 16. If the entry in column 17 thus obtained does not agree with the entry in Section VII, item 10, column (c) the computations or entries in columns 5 to 13, inclusive, and column 14 are in error and should be corrected. Check the entry in column 15 by comparison with the sum obtained by adding the entries in columns 5, 7, 10, 13, and 14.
- (o) Enter in column 18 the amount in Section VII, item 12, column (c).
- (p) Enter in column 19 the amount in Section VII, item 13, column (c).

Section II. Instructions for Listing Data from Applications For Payment Forms NCR-116 for Single Cotton and Sharecropper Farms on Forms NCR-125b.

- (a) Enter in column 1 the application serial number which will be obtained from the upper right-hand corner of Forms NCR-116. Column 2 will be left blank at this time.

The applicant's share of payments and deductions to be listed in columns 3 to 13, inclusive, and column 15 of Forms NCR-125b will be obtained as follows:

- (b) Enter in column 3 the amount entered in Section VII, item 1, column (c); or
- (c) Enter in column 4 the product obtained by multiplying the amount in Section II, item 10, column (a) by the applicant's percentage in Section VII, item 9, column (b).
- (d) Enter in column 5 the amount entered in Section VII, item 2, column (c); or
- (e) Enter in column 6 the product obtained by multiplying the amount in Section II, item 10, column (b) by the applicant's percentage entered in Section VII, item 9, column (b).

- (f) Enter in column 7 the amount entered in Section VII, item 3, column (c); or
- (g) Enter in column 8 the product obtained by multiplying the amount in Section II, item 10, column (d) by the applicant's percentage entered in Section VII, item 9, column (b); or
- (h) Enter in column 9 the product obtained by multiplying the amount in Section II, item 10, column (c) by the applicant's percentage entered in Section VII, column (b).
- (i) Enter in column 10 the amount entered in Section VII, item 5, column (c).
- (j) Enter in column 11 the product obtained by multiplying the amount in Section IV, item 7, by the applicant's percentage entered in Section VII, item 6, column (b).
- (k) Enter in column 12 the product obtained by multiplying the entry in Section V, item 12, column (e) by the applicant's percentage entered in Section VII, item 6, column (b).
- (l) Enter in column 13 the amount entered in Section VII, item 6, column (c). The amount entered in column 13 should agree with the smaller of the entries in columns 11 and 12.
- (m) Enter in column 14 the amount listed in Section VII, item 7, column (c).
- (n) Enter in column 15 the amount entered in Section VII, item 8, column (c).
- (o) Enter in column 16 the amount entered in Section VII, item 9, column (c).
- (p) Enter in column 17 the sum of the entries for the applicant in columns 3, 5, 7, 10, 13, and 14 minus the amount entered in column 16. If the entry in column 17 thus obtained does not agree with the entry in Section VII, item 10, column (c), computations or entries in columns 5 to 13 inclusive, and column 14 are in error and should be corrected. Check the entry in column 15 by comparison with the sum obtained by adding the entries in columns 3, 5, 7, 10, 13, and 14.
- (q) Enter in column 18 the amount entered in Section VII, item 12, column (c).

- (r) Enter in column 19 the amount entered in Section VII, item 13, column (c).

Section III. Instructions for Listing Data from Applications  
for Payment Forms NCR-117b for More Than One Farm  
on Forms NCR-125b.

Immediately upon receipt of applications for payment, Forms NCR-117b, the Statistics Section will tabulate the data on Forms NCR-125b as follows:

- (a) Enter in column 1 the application serial number from the upper right-hand corner of Forms NCR-117b. Column 2 will be left blank at this time.
- (b) Enter in column 3 the amount in Section VIII, item 5, column (a); or
- (c) Enter in column 4 the amount in Section VIII, item 6, column (a).
- (d) Enter in column 5 the amount in Section VIII, item 5, column (b); or
- (e) Enter in column 6 the amount in Section VIII, item 6, column (b).
- (f) Enter in column 7 the amount in Section VIII, item 5, column (d); or
- (g) Enter in column 8 the sum of the amounts in Section VIII, items 6 and 7, column (d); or
- (h) Enter in column 9 the sum of the amounts in Section VIII, items 6 and 7, column (c).
- (i) Enter in column 10 the amount in Section IX, item 9.
- (j) Enter in column 11 the amount in Section X, item 16.
- (k) Enter in column 12 the amount in Section X, item 15.
- (l) Enter in column 13 the amount in Section X, item 17.
- (m) Enter in column 14 the amount in Section XI, item 4.
- (n) Enter in column 15 the amount in Section XI, item 5.
- (o) Enter in column 16 the amount in Section XI, item 6.
- (p) Enter in column 17 the amount in Section XI, item 7.
- (q) Enter in column 18 the amount in Section XI, item 9.
- (r) Enter in column 19 the amount in Section XI, item 10.

The last five lines of Form NCR-125b are to be used for sheet totals. Obtain column totals for all columns on Forms NCR-125b. The total for column 1 will be the number of applications listed. The original column totals on Forms NCR-125b will be entered on the first total line. The remaining total lines will be used for subsequent totals resulting from corrections. When corrected totals are entered, previous totals should be deleted.

Prepare a county summary sheet on Form NCR-125b. Transfer the county totals of tabulations for single and multiple farms, respectively, to the county summary sheet and obtain county totals for all columns.

After the data have been tabulated from Forms NCR-116 and NCR-117b and the work sheet numbers relating to such forms have been encircled on NCR-125 and NCR-125a, such application forms will be stamped "date recorded" and returned to the Application for Payment Section.

Issued November 26, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL REGION

Amendments to NCR-State-109 and Instructions to State Committees for Preparing a Weekly Report of Data From Statistical Listing Sheets.

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Section I. Amendments to NCR-State-109

NCR-State-109, issued November 8, 1937, is hereby amended as follows:

Page 1, Part I, Section I, subsection (b) by deleting the "dash" preceding the symbols used to designate types of farms. A dash should be used to separate the numbers used to show types of farms where more than one of the boxes in Section I of NCR-114 are checked.

Page 5, Part II, Section I by changing the first paragraph to read, "Immediately after copies of applications for payment, Forms NCR-116, are received from the Examination Unit of the Application for Payment Section, the Statistics Section will compute the applicant's share of payments and deductions from Forms NCR-116 and tabulate the data on Forms NCR-125b as follows:"

Page 9, Part II, Section III by changing the first paragraph to read, "Immediately after copies of Applications for Payment for Multiple Farms, Forms NCR-117B, which are attached to Forms NCR-117 and NCR-117A are received from the Examination Unit of the Application for Payment Section, the Statistics Section will tabulate the data on Forms NCR-125b as follows:"

Page 10, Part II, Section III by changing the last paragraph to read, "After the data have been tabulated from Forms NCR-116 and NCR-117B, such application forms will be stamped 'Data Recorded', and returned to the Application for Payment Section."

Section II. Preparing and Submitting a Weekly Report of Data From Statistical Listing Sheets, Forms NCR-125 and NCR-125b.

Starting with the week ending December 9, 1937, the State committee will prepare a weekly report on Forms NCR-125c of the data tabulated on Statistical Listing Sheets, Forms NCR-125 and NCR-125b.

The first report will show the accumulative county totals of data listed up to and including December 9, 1937. Subsequent weekly reports will include all data tabulated on statistical listing sheets as of the close of business on the Thursday of the week covered by the report. Reports should be placed in the mail immediately after they are completed and in time to arrive in Washington not later than Monday morning.

Weekly reports submitted on Forms NCR-125c will show cumulative totals for all columns, i.e., each entry for a county will be the current column total for all data listed on Forms NCR-125 and NCR-125b as of the date the report is prepared. State totals of all columns of NCR-125c will be obtained for each report.

At the close of business on Thursday current minor civil division column totals will be obtained on Forms NCR-125 and carried forward to county summary sheets, according to instructions for preparing county summary sheets in Part I, Section I of NCR-State-109. The appropriate current county totals on county summary sheets will then be tabulated on the weekly report Form NCR-125c in columns 2 to 7, inclusive. Current county totals of data for single and multiple farm applications for payment listed on Forms NCR-125b will also be prepared according to instructions in Part II, Section III of NCR-State-109, and such current county totals of the appropriate columns will be tabulated on Forms NCR-125c, columns 8 to 16, inclusive.

- (a) Enter in the upper right-hand corner of Forms NCR-125c the name of the State and the date covered by the report. This date should be the date on the Thursday as of which the report is compiled.
- (b) Enter in column 1 the name of the county.
- (c) Enter in column 2 the current county total of column 1, NCR-125.
- (d) Enter in column 3 the current county total of column 14, NCR-125.
- (e) Enter in column 4 the current county total of column 17, NCR-125.
- (f) Enter in column 5 the current county total of column 22, NCR-125.
- (g) Enter in column 6 the current county total of column 27, NCR-125.
- (h) Enter in column 7 the current county total of column 28, NCR-125.
- (i) Enter in column 8 the current county total of all applications for payment listed in column 1 of NCR-125b.
- (j) Enter in column 9 the sum of the current county totals of columns 3, 5, and 14 of NCR-125b.
- (k) Enter in column 10 the current county total of column 7, NCR-125b.
- (l) Enter in column 11 the current county total of column 10, NCR-125b.
- (m) Enter in column 12 the current county total of column 12, NCR-125b.
- (n) Enter in column 13 the current county total of column 13, NCR-125b.
- (o) Enter in column 14 the current county total of column 16, NCR-125b.
- (p) Enter in column 15 the current county total of column 17, NCR-125b.
- (q) Enter in column 16 the percentage of payments deducted for county administrative expense. This percentage will be obtained from item 1 in the heading of NCR-125b.
- (r) Obtain State totals for all columns of Forms NCR-125c.

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NCR-State 109b

Issued January 8, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
1937 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL DIVISION

SECTION I. Amendments to NCR-State 109

NCR-State 109 issued November 8, 1937, is hereby amended as follows:

Page 5, Part II, by changing the third paragraph to read: "Enter in Item 1 in the heading of Form NCR-125b the county percentage deducted for association administrative expenses which will be obtained from NCR-129, Table III, item 4. Enter in Item 2 of the heading of Form NCR-125b the county association expenses computed as a percentage of the estimated total payments for the county which will be obtained from NCR-129, Table III, Item 3."

Page 7, Part II, Section I, subsection (m) to read as follows: "Enter in column 16 the product obtained by multiplying the amount in Section VII, Item 9, column (a) by the applicant's percentage."

Page 7, Part II, Section I, by adding subsections: (q) Enter in the heading of column 20, "Gross Payment Adjusted for Participation." (r) Enter in column 20 the amount listed in Section VII, Item 11, column (c).

Page 8, Part II, Section II, subsection (h) to read as follows: "Enter in column 9 the product obtained by multiplying the amount in Section II, Item 10, column (c) by the applicant's percentage entered in Section VII, Item 9, column (b)."

Page 9, Part II, Section II, by adding subsections: (s) Enter in the heading of column 20, "Gross Payment Adjusted for Participation." (t) Enter in column 20 the amount listed in Section VII, Item 11, column (c).

Page 9, Part II, Section III, by adding subsections: (s) Enter in the heading of column 20, "Gross Payment Adjusted for Participation." (t) Enter in column 20 the amount in Section XI, Item 8.

SECTION II. Amendment to NCR-State 109a

NCR-State 109a issued November 26, 1937, is hereby amended as follows:

Section II, item (p) to read: "Enter in column 15 the current county total of column 20, NCR-125b."

